



NPARC POSITION DESCRIPTION

Position number	TBC	Date of last review	August 2025
Position Title	Commercial Leasing Officer		
Award	<i>Northern Peninsula Area Regional Council Certified Agreement - 2023</i>		
Classification	Stream A Band 2 level 1		
Division	CEO		
Location	NPA Region		
Employment Type	Permanent Fulltime		
Hours of Duty	36.25 hours per week		
Supervisor	Manager – Commercial Leasing		
Direct reports	Nil		

ORGANISATIONAL ENVIRONMENT

Mission: To support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water, and native vegetation resources, whilst protecting the rights and interests of both the individual and the community.

Vision: With Respect and pride we will build a future for our children based on unit, equitable self-governance, education, and culture.

Responsibilities: The Council is charged with the responsibility of ensuring a wide range of local government services are available throughout the communities of the Northern Peninsula Area including housing, kerb-side collection of rubbish and land-fill disposal, potable water supplies and effective wastewater disposal systems.

The NPARC must collaborate closely with the community and funding agencies to ensure the necessary resources are available for these purposes.

PRIMARY OBJECTIVES OF THE POSITION:

The Commercial Leasing Officer will be responsible for land tenure matters including leasing and licensing of Council owned and controlled land, commercial lease management, compilation and maintenance of Councils' lease register (freehold and trusteeship) lease and licence program planning and providing technical advice and reporting on land transactions. This role will assist with property transactions and property development projects. The position will be part of a team to facilitate the centralisation of council's land tenure and property management functions.

KEY DUTIES AND RESPONSIBILITIES:

Duties and responsibilities include but are not limited to:

1. Manage the day-to-day operations of the Council's commercial leasing portfolio, including the lease register.
2. Negotiate, draft, and review commercial lease agreements to ensure they are fair, compliant, and align with Council objectives.
3. Provide expert advice to internal and external stakeholders on property matters, including legislative requirements.
4. Conduct annual lease reviews and follow up on rental arrears.
5. Work with internal and external stakeholders, including government agencies, private businesses, and community groups, to achieve positive outcomes.

6. Assist with property transactions and project management, ensuring tasks are completed within budget and timeframes.
7. Research and interpret relevant legislation to ensure the Council's property portfolio is managed in accordance with all statutory provisions.

SELECTION CRITERIA

Essential

- Experience in, or ability to develop lease and management agreements and land management plans.
- Demonstrated capacity to read complex legislation and to apply and explain the application of legislation relevant to Councils land tenure management.
- Demonstrated experience to interpret complex legislation.
- Demonstrated experience and ability to manage multiple tasks at the same time and to deliver required outcomes in a timely manner.
- Well-developed communication and interpersonal skills with the ability to interact and build relationships with a broad range of internal and external stakeholders and team members.
- Working knowledge of the Lands Act, 1994, Local Government Act, 2009, Native Title (Qld) Act, 1993 and Aboriginal Cultural Heritage Act, 2003 and associated legislation.

Desirable:

- Demonstrated experience in the management of public property portfolios.
- Experience in developing and negotiating land transactions and dealings.
- Working knowledge of local government functions, various legislation including procedures for council land and state land management.
- Demonstrated strong attention to details, analytical skills and ability to methodically problem solve.
- Minimum of Queensland C class provisional drivers licence.

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream B) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their Manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
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Manager Name: _____ Signature: _____ Date: _____
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Exec. Manager Name: _____ Signature: _____ Date: _____
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